



INSPECTOR I, DEPARTMENT OF CONSUMER AFFAIRS



OPEN, STATEWIDE EXAMINATION

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of age, race, sex (Gender), ancestry, color, religion, disability, national origin, marital status, political affiliation or opinion, sexual orientation or pregnancy.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

EXAMINATION TYPE

This is an open, statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

WHO CAN APPLY

Persons who meet the minimum qualifications as stated on this bulletin.

HOW TO APPLY

Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

NOTE: All applicants must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. **APPLICATIONS RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.** Resumes will not be accepted in lieu of completed State Application, Form STD 678.

NOTE: The Department of Consumer Affairs, Selection Services Unit and/or the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

WHERE TO APPLY

MAIL TO:

Department of Consumer Affairs
Attn: Selection Services (L. Rifredi)
P.O. Box 980428
West Sacramento, CA 95798-0428

HAND DELIVER TO:

Department of Consumer Affairs
Attn: Selection Services (L. Rifredi)
1625 N. Market Blvd, Suite N 321
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1(800) 735-2922.

FINAL FILE DATE

JUNE 20, 2007

Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted. Applications must have an original signature; therefore, faxed applications will not be accepted for any reason.

SALARY RANGE

\$2782 to \$3311, per month

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final file date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time for Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**MINIMUM
QUALIFICATIONS****Either I**

Two years of experience with a governmental agency in one or a combination of the following:

1. Inspection of business establishments for compliance with laws, rules, regulations, and standards. **OR**
2. In law enforcement which has included some investigation work.

Or II

Education: Equivalent to completions of two years of college with at least 12 units in police science or criminology. (Students within one semester of completing the required two years of college will be admitted to the examination but must produce evidence of completion before they can be considered eligible for appointment.)

**DEFINITION OF
TERMS**

"Equivalent to completion of two years of college" means completion of 60 semester or 90 quarter units.

**POSITION
STATEMENT**

Under direction, to assure compliance with the provisions of the Administrative and Business and Professions Codes by conducting inspections in one or a combination of business activities; and to do other related work

Positions exist statewide with the Department of Consumer Affairs for the Board of Barbering and Cosmetology, Bureau of Home Furnishings and Thermal Insulation, and the Dental Board of California.

**SPECIAL PERSONAL
AND PHYSICAL
CHARACTERISTICS**

Ability to walk long distances; willingness to travel throughout the State and work odd and irregular hours; keenness of observation; and neat personal appearance.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

Bilingual individuals are encouraged to apply.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Panel Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. *Candidates who do not appear for the interview will be disqualified.*

**EXAMINATION
SCOPE****QUALIFICATIONS APPRAISAL - WEIGHTED 100%****KNOWLEDGE OF:**

1. State laws, rules and regulations regarding individuals and businesses licensed by various agencies with the Department of Consumer Affairs.
2. Laws of arrest and rules of evidence and procedures followed in court and administrative hearings.
3. Inspection techniques and procedures.
4. Industry practices and inspection problems such as those encountered in the barber, cosmetology, furniture and bedding business, and dental establishments.

ABILITY TO:

1. Read and write English at a level required for successful job performance.
2. Interpret and apply sections of State laws which related to individuals and businesses licensed by various agencies in the Department of Consumer Affairs.
3. Analyze data and draw sound conclusions.
4. Think and act quickly in emergencies.
5. Write complete and concise reports.
6. Deal with the public in a courteous and fair minded manner.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. The resulting eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE
POINTS**

Veteran's preference credit will be added to the final score of all competitors in this examination who qualify for, and who have requested these points and who are successful in the qualifications appraisal panel interview. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services Unit at (916) 574-8370 three weeks after the final file date if a progress note is not received.

If the candidates notice of exam fails to reach the competitor prior to the interview date due to a verified postal error, the competitor **may be** rescheduled upon written request.

Applications for open and promotional examinations are available from the departmental personnel office, local offices of the Employment Development Department, and the SPBs Website at www.spb.ca.gov.

If you meet the requirements stated on this exam bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment Lists: Employment lists are established by competitive examination and are used in the following, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, fingerprinting may be required.